

BATON ROUGE POLICE DEPARTMENT

General Order
No.122

Effective Date
04-01-1996

Revised Date
08-01-2006

Subject: Written Directives

Reviewed 9/1/16

POLICY

The sole authority for making or modifying and approving rules and regulations concerning the operation of the Police Department, the conduct of its officers and employees, and their equipment, training and discipline, and the penalties to be imposed for infraction of such rules and regulations is relegated to the Chief of Police by The Plan of Government of the Parish of East Baton Rouge and the City of Baton Rouge (*Chapter 6; Section 6.02*). These rules and regulations are binding on all members of the department.

It is the policy of the department to classify each written directive by type for reference purposes. This will facilitate retrieval and storage as well as dissemination.

Each written directive will also be classified according to those employees who receive it. The following procedure will provide for a method of distribution of all orders.

PROCEDURES

I. General Orders and Intra-Divisional Procedures

- A. General orders are used to implement Departmental policy and the procedures necessary to carry out that policy. They will be specific or define acceptable limits of discretion within the policy.
- B. General Orders will be categorized in the following manner:
 - 1. Administration - those orders affecting the administrative procedures of the Department, such as leave, code of conduct, etc.
 - 2. Operations - those orders affecting the actual Department operations, such as vehicle pursuit, duties of supervisors, radio procedure, etc.
 - 3. Investigation - Those procedures relating to the Criminal Bureau functions or criminal investigations in general.
- C. General Orders will be issued to and retained by each member in the Procedural Manual. The manual will be updated as revisions are forthcoming. General Orders will only be issued by the Chief of Police.
 - 1. Once the Chief of Police has reviewed and signed a General Order, or any revision thereof, it becomes in effect.
 - 2. The policy coordinator will produce an electronic version and post it on the network. A message will be sent to all employees, notifying them of the new or revised order. Employees are expected to access and review the new or revised order as soon as possible. For those employees without access to the network, hard copies will be produced and distributed for their review.
 - 3. Periodically, the new or newly revised orders will be incorporated into the electronic policy manual. Employees will be notified when revisions to the manual are available.

BATON ROUGE POLICE DEPARTMENT

General Order
No.122

Effective Date
04-01-1996

Revised Date
08-01-2006

Subject: Written Directives

Reviewed 9/1/16

- 4. As employees access the electronic manual, receipts will be generated and logged by the policy coordinator. Those who do not have access to the network will sign a printed form.
- D. The intra-divisional procedures are those policies, procedures, and rules pertaining to the operations of a particular bureau. They are indexed by the bureau numerical identifier, the year the IDP was developed, then a sequential number. They will be produced, distributed, and maintained in the same fashion as the general orders.

II. Memoranda

- A. Memoranda will be issued by the Chief of Police, Bureau or District/Unit Commanders and will address police or City-Parish administrative matters. A Memoranda form shall be utilized in an electronic transmission or a hard copy distribution.
- B. Each squad or unit commander is responsible for maintaining a file of the memoranda in a location accessible to all officers. They are to be read at roll call briefings as they are issued.
- C. Memoranda will be sent to each squad or unit commander via departmental mail as they are issued from the Office of the Chief of Police.
- D. Any commander other than the Chief of Police desiring to issue a memorandum will forward a copy to the Chief's office for approval prior to distribution. Once approved, the commander will forward a copy to the policy coordinator for record keeping.

III. Personnel Orders

- A. Personnel orders direct any change in rank, title, or assignment of employees. These orders will be in Personnel Orders form and will be addressed to the affected employee(s).
- B. These orders will be issued only by the Chief of Police or a Bureau Commander.
- C. Personnel orders will be sent to the affected employee and his chain of command. A copy will be entered in the affected employee's service jacket.

IV. Special Orders

- A. Special orders are used to implement procedures which are designed for a specific period or event and are self-canceling. They will be in Special Orders form or verbal, if an emergency situation exists.

BATON ROUGE POLICE DEPARTMENT

**General Order
No.122**

Effective Date
04-01-1996

Revised Date
08-01-2006

Subject: **Written Directives**

Reviewed 9/1/16

- B. Special orders may be issued by the Chief of Police or a Bureau Commander.
- C. These orders will be sent to the affected employee/unit and will be read at roll call briefing.

V. Legal Updates, Training Bulletins, and Intelligence Reports

- A. These reports are issued by the Legal Advisor, Training Services and the Intelligence Division as the information becomes available.
- B. When one of these offices prepares an update, a copy will be forwarded to the office of the Chief of Police for his information and to the office of Planning and Research for permanent record. The office issuing the update will be responsible for its dissemination.
- C. The bulletin will then be distributed to each precinct and office to be read at roll call briefings.